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ABSTRACT

This job inventory documents thirty-seven successfully employed, upper-extremity-impaired individuals in Houston, Texas. The inventory format for each contains three sections. The client profile contains basic identifying information, medical and functional data, and vocational information. The job profile presents basic identifying job information, employment requirements, functional and physical demands of the job, and description of duties. The client/job profile provides an assessment of the client's job performance by the client's supervisor or employer, client's compensatory or work modifications, wages and benefits, and client's job satisfaction level. These supplementary materials precede the inventory: introduction describing the project and need for participants, potential uses, and two indexes. (Potential uses include use by rehabilitation counselors to develop job options and placement goals, vocational educator evaluators' reference for developing more appropriate work samples, rehabilitation engineers' guide to identifying jobs to be modified or changed, and use by business and industry to determine jobs for handicapped.) One index presents the inventories in ranking order from jobs requiring the least upper extremity functional abilities and general physical demands to those requiring the most. The second categorizes clients according to bilateral or unilateral upper extremity impairments, the ranking from those with least to most functional abilities. Recording forms for the three profiles are appended. (YLB)

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research report

AN INVENTORY OF JOB OPTIONS FOR PERSONS WITH UPPER EXTREMITY IMPAIRMENTS AND LESS THAN A COLLEGE EDUCATION

FIRST EDITION

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Baylor College of Medicine/The Institute for Rehabilitation & Research

Houston, Texas

June, 1979

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Appreciation is also extended to the RT-4 Regional Advisory Council, and to Jackson King, former Region IV Director, Texas Rehabilitation Commission for their initial endorsement and support of the project.

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Finally acknowledgment is due to the many rehabilitation professionals throughout the United States who took the time to review, critique, and make recommendations for improving the preliminary reporting format for the inventory.

Wayne Gray Alfred

June, 1979

INTRODUCTION

This is the first edition of an inventory of jobs that have been performed successfully by persons with upper extremity impairments and with less than a college education. It contains documentation on 37 successfully employed individuals in Houston, Texas.

The goal, however, is to enlist the cooperation of rehabilitation professionals on a nation wide basis to enlarge the inventory to include documentation on hundreds of successfully employed individuals. The reader of this publication is encouraged to participate in achieving this goal.

Rehabilitation professionals who participate will be acknowledged in the next edition of the inventory by name and facility and will receive a free copy of each new edition. In addition, participants will receive an annual report containing analyses of the aggregate data collected.

The procedures for participation involve (1) completing a Recording Form (located in the Appendix for duplication as needed) on each successfully employed client who meets the criteria defined below, and (2) submitting it to the author for inclusion in the next edition of the inventory.

Subjects who meet the criteria for admission into the inventory are:

1. Persons who have an impairment of one or both upper extremities involving paralysis, weakness, deformity, spasticity, and/or amputation. The underlying medical conditions may include traumatic quadraplegia, cerebral palsy, congenital deformities, upper extremity amputations, traumatic head injury, muscular dystrophy, stroke, multiple sclerosis, and other neurological diseases.

2. Persons who have less than a 4 year college education including those with little or no formal education.

3. Persons who have been employed for a minimum of 60 days.

4. Persons who are receiving minimum wages or better.

This project was originated by vocational rehabilitation investigators associated with Rehabilitation Research & Training Center No. 4 (RT-4), and with The Institute for Rehabilitation & Research (TIRR) in Houston, Texas. Rationale for the project's development stemmed from the needs expressed through the RT-4 Regional Advisory Council and other rehabilitation groups to survey and document successfully employed models among the more severe physically impaired population.

Initially, it was decided that the inventory format should be diagnostic rather than biographical in design so that it can be used as an evaluation and counseling tool by rehabilitation practitioners in working with their clients. Secondly, it was agreed that the format should be structured so as to permit the collection of aggregate data for analysis, particularly on factors relevant to the vocational success of the inventory subjects. Thirdly, it was determined that a continuing and enlarging inventory should be pursued that will keep pace with advancing job technology and changing job markets.

Within this framework, choices of what relevant information should be included in the inventory were resolved through consultation with members of the TIRR vocational staff, the RT-4 Regional Advisory Council, and with vocational rehabilitation counselors and administrators of the Texas Rehabilitation Commission. Based on their input a preliminary model format was designed. Subsequently information in this format on 10 successfully employed clients was submitted to 100 rehabilitation professionals on a nation wide basis for their assessment of its potential usefulness and for their recommendations for improving the format. A 40% response was received from professionals in 22 states. More than 95% of the reviewers rated the project as very useful, and the staff from 10 rehabilitation facilities stated their interests in assisting with data collection. From their critiques and suggestions, final revisions were made that resulted in the inventory format presented in this publication.

The inventory format for each successfully employed client contains three sections: (1) a client profile, (2) a job profile, and (3) a client/job profile. The client profile contains basic identifying information, medical and functional data, and vocational history. The job profile presents basic identifying information about the job , employment requirements, functional and physical demands of the job, and description of job duties. The client/job profile provides an assessment of the client's performance on the job according to the client's supervisor or employer; compensatory or work modifications used by client to make up for lack of functional and physical abilities; wages and benefits received by client; and level of client's job satisfaction.

Major emphasis of the inventory is foucsed on an analysis of each client's ability to perform 10 upper extremity functions (i.e., tip prehension, pinch grasp, etc.) as compared with the upper extremity functional requirements of the job. These functions are specified in terms of terminology taken from physical medicine, the Dictionary of Occupational Titles (D.O.T.), and psychometrics. Definitions of these functions along with techniques for assessing and grading these functions are presented in the Recording Form located in the Appendix.

There are several potential uses of this inventory:

Rehabilitation counselors can use the inventory to develop job options or placement goals for their clients who have similar functional profiles.

Vocational evaluators can use the inventory as a reference guide for developing more appropriate work samples for persons with upper extremity impairments.

Rehabilitation engineers can use the inventory as a guide to identify jobs that can be modified or changed to result in more efficient job performance by persons with upper extremity impairments.

Business and industrial personnel can utilize the inventory to determine

jobs within their companies that can be performed by persons with upper extremity impairments.

Persons with upper extremity impairments can use the inventory as a source of hope and to be informed about the range of job options that have been discovered.

GUIDE TO INVENTORY

Most of the information contained in each inventory is self-explanatory. Abbreviations are used frequently to minimize line length for each item. For those that are unclear, the reader can refer for clarification in the Recording Form located in the Appendix.

In order to utilize the inventory in an effective way to determine appropriate job objectives for an individual client or for analyzing data for evaluation or engineering purposes, two indexes have been developed. The first index, on page vi, presents the inventories in ranking order, as much as possible, from the jobs that require the least upper extremity functional abilities and general physical demands to those that require the most functional and physical demands. In the ranking process weight was not only given to the D.O.T. classifications of sedentary, light, medium, and heavy work, but also to the amount of upper extremity functional demands required.

The second index, presented on page vii, categorizes the clients according to bilateral or unilateral upper extremity impairments. For each category, the clients are also ranked, as closely as possible, from those with the least upper extremity functional abilities to those with the most functional abilities. In the ranking process, multiple impairments were not considered and the sole weight was given to degree of upper extremity functioning.

These indexes should be used only as reference points. For when attempting to make decisions regarding job options for an individual client, the total profile of each inventory needs to be reviewed.

INDEX I

RANK ORDER OF JOBS REQUIRING
FROM LEAST TO MOST UPPER EXTREMITY FUNCTIONAL ABILITIES
AND GENERAL PHYSICAL DEMANDS

Job Title	D.O.T. No.	Medical Diagnosis	Page
Receptionist	237.367-038	Traumatic Quad, C-5	1
Parking Enformcement Attendant	375.587-010	Traumatic Injury to Rt. Shoulder & Arm	2
Billing Preparation Clerk	214.382-014	Rheumatoid Arthritis	3
Telephone Operator	235.662-022	Cerebral Palsy	4
Telephone Operator	235.662-022	Polio Quadraplegia	5
Coding Clerk	209.387-010	Polio Quadraplegia	6
Collection Correspondent	241.357-010	Muscular Dystrophy	7
Collection Clerk	241.357-010	Cerebral Palsy	8
Contact Lens Curve Grinder	716.685-022	Polio Quadraplegia	9
Electronic Tester II	726.684-026	Traumatic Head Injury	10
PBX Operator	235.662-022	Traumatic Quad, C-6	11
Spooling Machine Operator	691.685-026	Traumatic Head Injury	12
Electrical Control Assembler	729.684-026	Amyoplasia Congenita	13
Line Supervisor	619.130-030	Traumatic Quad, C-7	14
General Clerk	209.562-010	Cerebral Palsy	15
Microfilm Technician	207.685-018	Traumatic Quad, C-7	16
Microfilm Technician	207.685-018	Congenital Deformity	17
Microfilm Technician	207.685-018	Polio Hemiplegia	18
General Office Clerk	219.362-010	Muscular Dystrophy	19
File Clerk I	206.362-010	Cerebral Palsy	20
File Clerk I	206.362-010	Neurological Disease	21
Secretary	201.362-030	Congenital Deformity	22
Duplicating Machine Operator	207.682-014	Traumatic Head Injury	23
Production Assembler	706.687-010	Traumat to Left Arm & Leg	24
Mail Room Clerk	209.587-026	Cerebral Palsy	25
Office Messenger	239.567-010	Cerebral Palsy	26
Kitchen Helper	318.687-010	Cerebral Palsy	27
Material Handler	929.687-030	Left A/E Amputation	28
Conveyor Operator	921.683-026	Bilateral Wrist Amputation	29
Driver	359.673-010	Stroke	30
Transportation Service Owner & Operator	913.463-018	Syringomyelia of Spinal Cord	31
Drill Press Operator	606.682-014	Cerebral Palsy	32
Stockroom Attendant	223.387-034	Cerebral Palsy	33
Warehouseman	922.687-058	Cerebral Palsy	34
Manager, Auto Service Station	185.167-014	Left A/E Amputation	35
Welder, Resistance Machine	812.682-010	Cerebral Palsy	36
Metal Fabricating Shop Helper	619.686-022	Stroke	37

INDEX II

RANK ORDER OF CLIENTS
WITH LEAST TO MOST UPPER EXTREMITY FUNCTIONAL ABILITIES

Bilateral Impairments

Medical Diagnosis	Job Title	D.O.T. No.	Page
Syringomyelia of Spinal Cord	Transportation Service Owner & Operator	913.463-018	31
Traumatic Quad, C-5	Receptionist	237.367-038	1
Polio Quadraplegia	Coding Clerk	209.387-010	6
Polio Quadraplegia	Telephone Operator	235.662-022	5
Cerebral Palsy	Telephone Operator	235.662-022	4
Bilateral Wrist Amputation	Conveyor Operator	921.683-026	29
Rheumatoid Arthritis	Billing Preparation Clerk	214.382-014	3
Cerebral Palsy	Stockroom Attendant	223.387-034	33
Polio Quadraplegia	Contact Lens Curve Grinder	716.685-022	9
Muscular Dystrophy	Collection Correspondent	241.357-010	7
Traumatic Quad, C-6	PBX Operator	235.662-022	11
Traumatic Quad, C-7	Line Supervisor	619.130-030	14
Traumatic Quad, C-7	Microfilm Technician	207.685-018	16
Muscular Dystrophy	General Office Clerk	219.362-010	19
Traumatic Head Injury	Duplicating Machine Operator	207.682-014	23
Cerebral Palsy	Warehouseman	922.687-058	34
Cerebral Palsy	Welder, Resistance Ma-	812.682-010	36
Cerebral Palsy	Office Messenger	239.567-010	26
Cerebral Palsy	Drill Press Operator	606.682-014	32
Neurological Disease	File Clerk I	206.362-010	21
Congenital Deformity	Microfilm Technician	207.685-018	17
Amyoplasia Congenita	Electrical Control Assembler	729.684-026	13
Cerebral Palsy	Collection Clerk	241.357-010	8

Unilateral Impairments

Cerebral Palsy	File Clerk I	206.362-010	20
Traumatic Injury to Rt. Shoulder & Arm	Parking Enforcement Attendant	375.587-010	2
Congenital Deformity	Secretary	201.362-030	22
Left A/E Amputation	Manager, Auto Service Station	185.167-014	35
Cerebral Palsy	Mail Room Clerk	209.587-026	25
Cerebral Palsy	General Clerk	209.562-010	15
Left A/E Amputation	Material Handler	929.687-030	28
Cerebral Palsy	Kitchen Helper	318.687-010	27
Stroke	Driver	359.673-010	30
Traumatic Head Injury	Spooling Machine Operator	691.685-026	12
Traumatic Head Injury	Electronic Tester II	726.684-026	10
Polio Hemiplegia	Microfilm Technician	207.685-018	18
Stroke	Metal Fabricating Shop Helper	619.686-022	37
Trauma to Left Arm & Leg	Production Assembler	706.687-010	24

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 26
Sex: male Race: white
Diagnosis: Traumatic Quad, C-5
Age at Onset: 16
Upper Extremity Impairments: bilateral weakness & paralysis
Assistive Devices Used: orthosis on rt hand
Other Impairments: unable to ambulate, uses electric wheelchair

JOB PROFILE

Job Information
Job Title: Receptionist
D.O.T.: 237.367-038
Type of Co.: apartment project for handicapped
Number of Employees: 10
Size of City: +1,000,000
Job Obtained Thru: friend
Employment Requirements: read & write, job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform job duties w/mod.
ADL Status on Job: needs mod. assist.
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 3 months
Tenure Outlook: short term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	MoI	
pinch grasp	SI	SI
fingering	SI	SI
palmer grasp	SI	SI
spherical grasp	SI	SI
grip strength	SI	SI
handling	SI	SI
leverage strength	SI	SI
range of motion	SI	SI
motor coordination	SI	SI

Functional Requirements of Job

routine	1 hand
never	
routine	1 hand
never	
never	
never	
never	
never	
minimal	1 arm/hand
A required	1 arm/hnd/fngr

Other Physical Requirements
No lift, hear, see

Compensatory Techniques
None. Client works at night when calls & visitors are infrequent. Overall performance is laborous & slower than non-impaired person.

Work Modifications
Telephone headset provided

Vocational Information
Intelligence: average
Education: 10
Training/Pre-Inj: job corp
Training/Post-Inj:: OJT in reception work in sheltered workshop
Employment/Pre-Inj: gas station attendant (915.467-010)
Employment/Post-Inj: current job
Time Unemployed before Job: 10 years
Transportation: resides at place of employment

Job Duties
Answers phone, relays calls, takes messages. Receives callers coming into apartment, ascertains their wants, and directs them accordingly.

Client Benefits
Wages: minimum wage
Wage Increase: no raises anticipated
Wage Comparison: consistent with previous job
Fringe Benefits: sick leave
Job Satisfaction: av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 18
Sex: male Race: latin
Diagnosis: Traumatic Injury to rt shoulder and arm
Age at Onset: 17
Upper Extremity Impairments: paralysis of rt dominant extremity
Assistive Devices Used: none
Other Impairments: none

JOB PROFILE

Job Information
Job Title: Parking Enforcement Attendant
D.O.T.: 375.587-010
Type of Co.: medical center garage
No. of Employees: +150
Size of City: +1,000,000
Employment Requirements: read & write, job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 6 months
Tenure Outlook: long term
Job Advancement: yes, position unknown

Upper Extremity Functional Abilities

	R	L
tip prehension		MiI
pinch grasp	TI	INT
fingering	TI	INT
palmer grasp	TI	INT
spherical grasp	TI	INT
grip strength	TI	INT
handling	TI	INT
leverage strength	TI	INT
range of motion	TI	INT
motor coordination	TI	INT

Functional Requirements of Job

routine	1 hand
non-routine	1 hand
non-routine	1 hand
never	
never	
never	
non-routine	1 hand
never	
minimal	1 arm/hand
A required	1 arm/hnd/fngr

Other Physical Requirements
Lift less than 10 lbs., talk, hear, see

Compensatory Techniques
Client performs all tasks with non-dominant extremity. While in OJT in sheltered workshop client learned to perform many two handed tasks at the speed of a non-impaired person with two hands.
Overall performance is on par with non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: average
Education: 08
Training/Pre-Inj: none
Training/Post-Inj: OJT in machine & assembly in sheltered workshop
Employment/Pre-Inj: fruit harvest worker (403.687-010)
Employment/Post-Inj: current job
Time Unemployed before Job: 1 year
Transportation: drives self

Job Duties
Patrols assigned parking areas, issues tickets to violators, surrenders ticket book at end of shift to supervisor to facilitate preparation of violation records.

Client Benefits
Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, furnished uniforms
Job Satisfaction: av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 28
Sex: female Race: white
Diagnosis: Rheumatoid Arthritis
Age at Onset: 15
Upper Extremity Impairments: bilateral weakness & deformity
Assistive Devices Used: none
Other Impairments: none

JOB PROFILE

Job Information
Job Title: Billing Preparation Clerk
D.O.T.: 214.382-014
Type of Co.: petroleum co.
No. of Employees: +500
Size of City: +1,000,000
Job Obtained Thru: friends
Employment Requirements: high school education, job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 7 years
Tenure Outlook: long term
Job Advancement: yes, postion unknown

Upper Extremity Functional Abilities

	R	L
tip prehension	INT	
pinch grasp	MiI	MiI
fingering	MoI	MoI
palmer grasp	SI	MiI
spherical grasp	SI	MoI
grip strength	TI	SI
handling	MoI	MiI
leverage strength	TI	SI
range of motion	MiI	MiI
motor coordination	MoI	MoI

Functional Requirements of Job

routine	1 hand
routine	1 hand
routine	1 hand
never	
never	
never	
routine	2 hands
never	
minimal	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements
Lift less than 10 lbs., see

Compensatory Techniques
On fingering tasks, client uses one or two fingers in pressing keys on adding machine. Speed does not appear to be affected.
On handling tasks, client utilizes the less impaired extremity more frequently.
Overall performance is on par with non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: average
Education: 15
Training/Pre-Ill: none
Training/Post-Ill: PBX at Goodwill
Employment/Pre-Ill: none
Employment/Post-Ill: price marker (209.587-034)
Time Unemployed before Job: none
Transportation: drives self

Job Duties
Processes daily remittances from service station. Computes to compile amounts due from charge slips using adding machine. Transfers charge slips & totals to billing clerk.

Client Benefits
Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirements benefits
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information

Age at Time Began Job: 26
Sex: female Race: white
Diagnosis: Cerebral Palsy
Age at Onset: congenital
Upper Extremity Impairments: bilateral weakness & spasticity
Assistive Devices Used: none
Other Impairments: unable to ambulate, uses electric wheelchair; speech, suf. intelligible

JOB PROFILE

Job Information

Job Title: Telephone Operator
D.O.T.: 235.662-022
Type of Co.: sheltered workshop
No. of Employees: +200
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: read & write, job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer

Disability/Job Fitness: can physically perform job duties w/mod.
ADL Status on Job: needs mod. assist.
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 1 year
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MiI	MoI
fingering	MiI	MoI
palmer grasp	MiI	MoI
spherical grasp	MiI	MoI
grip strength	MoI	MoI
handling	MiI	MoI
leverage strength	MoI	MoI
range of motion	MiI	MiI
motor coordination	MiI	MoI

Functional Requirements of Job

routine	1 hand
never	
routine	2 hands
never	
never	
never	
routine	2 hands
never	
minimal	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements

Lift less than 10 lbs., talk, hear, see

Compensatory Techniques

None. Overall performance is slower than non-impaired person.

Work Modifications

Telephone headset provided. Switchboard keys positioned at edge of desk.

Vocational Information

Intelligence: average
Education: 12
Training/Pre-Inj: n.a.
Training/Post-Inj: none
Employment/Pre-Inj: n.a.
Employment/Post-Inj: current job
Time Unemployed before Job: no prior work experiences
Transportation: depends on mobile care van for handicapped

Job Duties

Operates cordless switchboard to receive incoming calls. Records messages and relays to appropriate department for action. Keeps records of calls.

Client Benefits

Wages: minimum wage
Wage Increase: uncertain
Wage Comparison: n.a.
Fringe Benefits: vacation, sick leave, medical insurance
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 21
Sex: female Race: white
Diagnosis: Polio Quadraplegia
Age at Onset: 1
Upper Extremity Impairments: bilateral paralysis, weakness, deformity
Assistive Devices Used: none
Other Impairments: unable to ambulate, uses electric wheelchair

JOB PROFILE

Job Information
Job Title: Telephone Operator
D.O.T.: 235.662-022
Type of Co.: sheltered workshop
Number of Employees: +200
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: read & write, job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform job duties w/mod.
ADL Status on Job: Needs min. assist.
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/Attendance: av.
Relationship with Employees: av.
Tenure to Date: 1 year
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MoI	MoI
fingering	MiI	MiI
palmer grasp	MiI	MiI
spherical grasp	MoI	MoI
grip strength	MoI	MoI
handling	MiI	MiI
leverage strength	MoI	MoI
range of motion	MoI	MoI
motor coordination	MoI	MoI

Functional Requirements of Job

routine	1 hand
non-routine	1 hand
routine	2 hands
never	
never	
never	
routine	2 hands
never	
minimal	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements
Lift less than 10 lbs., talk, hear, see

Compensatory Techniques
None. Overall performance is slower than non-impaired person.

Work Modifications
Telephone head set provided.
Desk lowered 6" to facilitate ROM

Vocational Information
Intelligence: average
Education: 12
Training/Pre-Ill: n.a.
Training/Post-Ill: OJT in receptioning in sheltered workshop
Employment/Pre-Ill: n.a.
Employment/Post-Ill: current job
Time Unemployed before Job: no prior work experiences
Transportation: depends on mobile care van for handicapped

Job Duties
Operates cordless switchboard to receive incoming calls. Records messages and relays to appropriate departments for action. Keeps records of calls.

Client Benefits
Wages: above minimum wage
Wage Increase: no raises anticipated
Wage Comparison: n.a.
Fringe Benefits: vacation, sick leave, medical insurance
Job Satisfaction: a.av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 51
Sex: female Race: white
Diagnosis: Polio Quadraplegia
Age at Onset: 5
Upper Extremity Impairments: bilateral paralysis & weakness
Assistive Devices Used: none
Other Impairments: unable to ambulate, uses electric wheelchair

JOB PROFILE

Job Information
Job Title: Coding Clerk
D.O.T.: 209.387-010
Type of Co.: non-profit hospital
No. of Employees: +600
Size of City: +1,000,000
Job Obtained Thru: client's own efforts
Employment Requirements: high school education, job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: requires some assistance with job duties
ADL Status on Job: needs mod. assist.
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 3 years
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension		MiI
pinch grasp	SI	MiI
fingering	MoI	MoI
palmer grasp	MiI	MiI
spherical grasp	MoI	MoI
grip strength	SI	MoI
handling	MoI	MoI
leverage strength	SI	SI
range of motion	SI	SI
motor coordination	MoI	MiI

Functional Requirements of Job

routine	1 hand
non-routine	1 hand
routine	2 hands
routine	2 hands
never	
never	
routine	2 hands
never	
minimal	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements
Lift less than 10 lbs., see

Compensatory Techniques
Since client cannot lift medical files from desk, she slides them into position for use and then to end of desk when work is completed. Co-workers bring files and materials to her desk and remove completed work.
Overall performance is laborous and slower than non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: above average
Education: 12
Training/Pre-Ill: n.a.
Training/Post-Ill: clerical courses in business & correspondence schools
Employment/Pre-Ill: n.a.
Employment/Post-Ill: medical records clerk (210.382-010)
Time Unemployed before Job: 5 weeks
Transportation: depends on mobile care van for handicapped

Job Duties
Converts routine items of information obtained from medical records and reports into codes for process-by key punch units, using predetermined coding systems. Manually records codes onto source document for transfer to punch cards. Records other pertinent information in medical files.

Client Benefits
Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, medical insurance, retirement benefits
Job Satisfaction: av.

CLIENT PROFILE

Identifying Information

Age at Time Began Job: 21
Sex: male Race: black
Diagnosis: Muscular Dystrophy
Age at Onset: 4
Upper Extremity Impairments: bilateral weakness
Assistive Devices Used: none
Other Impairments: unable to ambulate, uses electric wheelchair

JOB PROFILE

Job Information

Job Title: Collection Correspondent
D.O.T.: 241.357-010
Type of Co.: nat'l chain dept store
No. of Employees: +200
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview, good phone voice

CLIENT/JOB PROFILE

Assessment by Employer

Disability/Job Fitness: can physically perform job duties w/mod.
ADL Status on Job: needs min. assist.
Skills/Job Fitness: qualified
Job Performance: a.av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 1 year
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MoI	MoI
fingering	MiI	MiI
palmer grasp	MiI	MiI
spherical grasp	MiI	MiI
grip strength	MoI	MoI
handling	MiI	MiI
leverage strength	MoI	MoI
range of motion	MoI	MoI
motor coordination	MiI	MiI

Functional Requirements of Job

routine	1 hand
non-routine	1 hand
routine	2 hands
routine	1 hand
never	
never	
routine	2 hands
never	
minimal	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements

Lift less than 10 lbs., talk, hear, see

Compensatory Techniques

None. Overall performance is slower than non-impaired person.

Work Modifications

Desk raised to wheelchair level.
Telephone headset provided.

Vocational Information

Intelligence: average
Education: 14
Training/Pre-Ill: n.a.
Training/Post-Ill: AA degree in Business Administration from jr. college in rehab hospital
Employment/Pre-Ill: n.a.
Employment/Post-Ill: current job
Time Unemployed before Job: no prior work experiences
Transportation: depends on relatives

Job Duties

Notifies customer of delinquent account and attempts to secure payment using telephone. Removes delinquent account from file. Calls customer on phone and attempts to secure payment. Allows extension of credit and orders repossession.

Client Benefits

Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: n.a.
Fringe Benefits: vacation, sick leave, medical insurance, retirement benefits, profit sharing at 25th birthday
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 27
Sex: male Race: white
Diagnosis: Cerebral Palsy
Age at Onset: congenital
Upper Extremity Impairments: bilateral spasticity, mild
Assistive Devices Used: none
Other Impairments: ambulation, uses cane

JOB PROFILE

Job Information
Job Title: Collection Clerk
D.O.T.: 241.357-010
Type of Co.: jewelry retail & mfg
No. of Employees: +400
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/Attendance: av.
Relationship with Employees: av.
Tenure to Date: 3 months
Tenure Outlook: short term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	INT	
pinch grasp	INT	INT
fingering	INT	INT
palmer grasp	INT	INT
spherical grasp	INT	INT
grip strength	INT	INT
handling	INT	INT
leverage strength	INT	INT
range of motion	MiI	MiI
motor coordination	MiI	MiI

Functional Requirements of Job

routine	1 hand
non-routine	1 hand
routine	2 hands
routine	1 hand
non-routine	1 hand
never	
routine	2 hands
never	
minimal	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements
Lift less than 10 lbs., talk, hear, see

Compensatory Techniques
None. Overall performance is on par with non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: average
Education: 12
Training/Pre-Inj: n.a.
Training/Post-Inj: OJT in microfilming in sheltered workshop
Employment/Pre-Inj: n.a.
Employment/Post-Inj: stock clerk (223.387-058)
Time Unemployed before Job: 6 months
Transportation: uses public conveyance

Job Duties
Notifies customers of delinquent accounts & attempts to secure payment using telephone. Confers with customers by telephone in attempt to determine reason for overdue payment. Prepares statements for credit dept if customer fails to respond. Receives payments & post amount paid to customer's account. Sorts, reads, answers, & files correspondence.

Client Benefits
Wages: above minimum wage
Wage Increase: contingent on job performance
Wage Comparison: less than wages on previous job
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirement, eligible for stock purchase
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at time Began Job: 24
Sex: male Race: latin
Diagnosis: Polic Quadraplegia
Age at Onset: 1
Upper Extremity Impairments: bilateral paralysis & weakness
Assistive Devices Used: none
Other Impairments: unable to ambulate, uses standard wheelchair

JOB PROFILE

Job Information
Job Title: Contact Lens Curve Grinder
D.O.T.: 716.685-022
Type of Co.: contact lens mfg co.
No. of Employees: 7
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: needs min. assist.
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 3 years
Tenure Outlook: long term
Job Advancement: yes, position unknown

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MoI	MiI
fingering	MoI	MiI
palmer grasp	MoI	MoI
spherical grasp	MoI	MoI
grip strength	SI	MoI
handling	MoI	MiI
leverage strength	SI	MoI
range of motion	MoI	MiI
motor coordination	MoI	MiI

Functional Requirements of Job

never	
routine	2 hands
routine	2 hands
never	
routine	1 hand
never	
routine	2 hands
never	
minimal	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements
Lift less than 10 lbs., see

Compensatory Techniques
None. Overall performance is laborous and slower than non-impaired person.

Work Modifications
Replaced hand operated grinder with pneumatic operated grinder.

Vocational Information
Intelligence: average
Education: 3
Training/Pre-Ill: n.a.
Training/Post-Ill: OJT in sewing machine repair; OJT in rod & reel repair; OJT in machine operation & assembly in sheltered workshop
Employment/Pre-Ill: n.a.
Employment/Post-Ill: current job
Time Unemployed before Job: no prior work experiences
Transportation: drives self

Job Duties
Grinds peripheral curve, polishes surfaces, & bends lens curve according to specifications. Selects diamond dust impregnated metal lap for grinding. Mounts lap & blocked lens in machine, applies liquid abrasive, & starts machine. Inspects lens for quality & routes ground lens for final finishing.

Client Benefits
Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: n.a.
Fringe Benefits: vacation, sick leave
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 32
Sex: male Race: white
Diagnosis: Traumatic Head Injury
Age at Onset: 30
Upper Extremity Impairments: weakness & spasticity in rt dominant ext.
Assistive Devices Used: none
Other Impairments: ambulation, no assist. devices; speech, suf. intel.; minimal brain dysfunctioning

JOB PROFILE

Job Information
Job Title: Electronic Tester II
D.O.T.: 726.684-026
Type of Co.: oil exploration co.
No. of Employees: +100
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: read & write, job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 1 year
Tenure Outlook: short term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L	Functional Requirements of Job	
tip prehension	MiI		never	
pinch grasp	MiI	INT	routine	2 hands
fingering	MiI	INT	routine	2 hands
palmer grasp	MiI	INT	non-routine	1 hand
spherical grasp	MiI	INT	routine	1 hand
grip strength	MiI	INT	never	
handling	MiI	INT	routine	2 hands
leverage strength	MiI	INT	never	
range of motion	MoI	INT	minimal	2 arms/hands
motor coordination	MoI	INT	A required	2 arms/hnds/fngrs

Other Physical Requirements
Lift less than 10 lbs., see

Compensatory Techniques
None. Overall performance is on par with non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: average
Education: 13
Training/Pre-Inj: Electronics 2nd class FEE license
Training/Post-Inj: OJT in machines & assembly in sheltered workshop
Employment/Pre-Inj: electronics mechanic (828.281-010)
Employment Post-Inj: current job
Time Unemployed before Job: 1½ years
Transportation: drives self

Job Duties
Test hydrophones using oscilloscope and vacuum tube voltmeter. Reads dials indicating electrical characteristics of system. Compares dial readings with specifications and records test data.

Client Benefits
Wages: above minimum wage
Wage Increase: none anticipated
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirement benefits, company profit sharing plan
Job Satisfaction: av.

CLIENT PROFILE

Identifying Information

Age at Time Began Job: 28
Sex: male Race: white
Diagnosis: Traumatic Quad, C-6
Age at Onset: 18
Upper Extremity Impairments: bilateral weakness & paralysis
Assistive Devices Used: none
Other Impairments: unable to ambulate, uses standard wheelchair

JOB PROFILE

Job Information

Job Title: PBX Operator
D.O.T.: 235.662-022
Type of Co.: nat'l hotel chain
No. of Employees: +100
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer

Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: needs min. assist.
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 3 years
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MoI	MoI
fingering	MiI	MiI
palmer grasp	MiI	MiI
spherical grasp	MiI	MiI
grip strength	MoI	MoI
handling	MoI	MoI
leverage strength	MoI	MoI
range of motion	MoI	MoI
motor coordination	MoI	MoI

Functional Requirements of Job

routine	1 hand
non-routine	1 hand
routine	2 hands
routine	1 hand
never	
never	
routine	2 hands
never	
moderate	2 arms/hands
A & S required	2 arms/hnds/fngrs

Other Physical Requirements

Lift less than 10 lbs., talk, hear, see

Compensatory Techniques

On handling tasks, client slides materials across desk for speed, and uses 2 hands to handle paging microphone, thick note pads, file records, etc.
On tasks requiring ROM & motor coordination, client exerts more body motions & physical effort.
Overall performance is on par with non-impaired person.

Work Modifications

None

Vocational Information

Intelligence: average
Education: 14
Training/Pre-Inj: none
Training/Post-Inj: OJT in microfilming & assembly in sheltered workshop
Employment/Pre-Inj: none
Employment/Post-Inj: optical bench worker (713.684-010); grinding wheel inspector (776.487-010)
Time Unemployed before Job: 4 years
Transportation: drives self

Job Duties

Operates cordless switchboard to relay incoming, outgoing, and interoffice calls. Pushes keys to make connections. Operates paging microphone to locate persons on hotel premises. Completes records on calls placed on toll charges, computes tax, and files records.

Client Benefits

Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation time, sick leave, overtime pay, medical insurance, retirement benefits
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 29
Sex: male Race: latin
Diagnosis: Traumatic Head Injury
Age at Onset: 24
Upper Extremity Impairments: weakness & spasticity in rt dominant ext.
Assistive Devices Used: none
Other Impairments: ambulation, uses cane; occasional double vision & focusing problems; speech, suf. intel.

JOB PROFILE

Job Information
Job Title: Spooling Machine Operator
D.O.T.: 691.685-026
Type of Co.: wirework co.
No. of Employees: +75
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 3 years
Tenure Outlook: long term
Job Advancement: yes, position unknown

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MoI	INT
fingering	MiI	INT
palmer grasp	MiI	INT
spherical grasp	MiI	INT
grip strength	MoI	INT
handling	MiI	INT
leverage strength	MoI	INT
range of motion	MiI	INT
motor coordination	MiI	INT

Functional Requirements of Job

never	
routine	1 hand
routine	2 hands
non-routine	1 hand
routine	1 hand
non-routine	2 hands
routine	2 hands
never	
moderate	2 arms/hands
minimal A & S	2 arms/hnds/fngrs

Other Physical Requirements
Lift up to 10 lbs., see

Compensatory Techniques
None. Overall performance is on par with non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: average
Education: GED
Training/Pre-Inj: none
Training/Post-Inj: OJT in machines & assembly in sheltered workshop
Employment/Pre-Inj: carpenter (860.664-010)
Employment/Post-Inj: current job
Time Unemployed before Job: 5 years
Transportation: drives self

Job Duties
Tends machine that winds insulated wire on spools for further processing. Positions spool on machine. Threads wire from supply spool thru distributor & secures end to empty spool. Sets machine for specific amount of wire to be wound on spool. Observes machine which automatically winds wire & shuts off when specified amount of wire has been wound.

Client Benefits
Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirement benefits
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 21
Sex: male Race: white
Diagnosis: Amyoplasia Congenita
Age at Onset: congenital
Upper Extremity Impairments: bilateral weakness
Assistive Devices Used: none
Other Impairments: ambulation, uses crutches

JOB PROFILE

Job Information
Job Title: Electrical Control Assembler
D.O.T.: 729.684-026
Type of Co.: electronic mfg
Number of Employees: +400
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically performal all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/ATtendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 2 years
Tenure Outlook: long term
Job Advancement: yes, position unknown

Upper Extremity Functional Abilities

	R	L
tip prehension	INT	
pinch grasp	INT	INT
fingering	INT	INT
palmer grasp	INT	INT
spherical grasp	INT	INT
grip strength	MiI	MiI
handling	INT	INT
leverage strength	MoI	MoI
range of motion	INT	INT
motor coordination	MiI	MiI

Functional Requirements of Job

never	
routine	2 hands
routine	2 hands
non-routine	1 hand
routine	1 hand
routine	2 hands
never	
moderate	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements
Lift up to 10 lbs., carry, see

Compensatory Techniques
None. Overall performance is on par with non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: borderline
Education: 12, special education
Training/Pre-Ill: n.a.
Training/Post-Ill: OJT in assembly in sheltered workshop
Employment/Pre-Ill: n.a.
Employment/Post-Ill: current job
Time Unemployed before Job: no prior work experiences
Transportation: drives self

Job Duties
Assembles communication devices such as switches, relays, & transmitters. Puts together contact fingers, push buttons, springs, gears, coil terminals & fastens units in specified locations in case. Cuts strips & mounts wires to connect electrical units using soldering gun. Assembles cases for use in holding the electrical components.

Client Benefits
Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: n.a.
Fringe Benefits: vacation, sick leave, medical insurance
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information

Age at Time Began Job: 30
Sex: male Race: black
Diagnosis: Traumatic Quad, C-7
Age at Onset: 20
Upper Extremity Impairments: bilateral weakness & paralysis
Assistive Devices Used: none
Other Impairments: unable to ambulate, uses standard wheelchair

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MoI	MoI
fingering	MoI	MiI
palmer grasp	MiI	MiI
spherical grasp	MiI	MiI
grip strength	MoI	MoI
handling	MiI	MiI
leverage strength	MoI	MoI
range of motion	MiI	MiI
motor coordination	MiI	MiI

Vocational Information

Intelligence: average
Education: 13
Training Pre-Inj: none
Training Post-Inj: OJT in machines & assembly in sheltered workshop
Employment Pre-Inj: kitchen helper (318.687-010); janitor (381.687-014); machine operator (600.380-018)
Employment Post-Inj: current job
Time Unemployed before Job: 10 years
Transportation: drives self

JOB PROFILE

Job Profile

Job Title: Line Supervisor
D.O.T.: 619.130-030
Type of Co.: sheltered workshop
No. of Employees: 40
Size of City: +1,000,000
Job Obtained Thru: promotion from workshop client status
Employment Requirements: read & write, job application, job interview, physical exam

Functional Requirements of Job

routine	1 hand
non-routine	2 hands
non-routine	2 hands
non-routine	2 hands
non-routine	2 hands
non-routine	2 hands
non-routine	2 hands
non-routine	1 arm/hand
moderate	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements

Lift less than 10 lbs., talk, hear, see

Job Duties

Supervises sheltered workshop employees engaged in subcontract work such as packaging, simple assembly, & machine operations. Oversees production, inspects work for quality control, coordinates material handling. Keeps records. At times demonstrates job tasks to workshop employees.

CLIENT/JOB PROFILE

Assessment by Employer

Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 2 years
Tenure Outlook: long term
Job Advancement: no

Compensatory Techniques

None. Primary job duties involve overseeing production and inspecting completed work for quality control. Overall performance is on par with non-impaired person.

Work Modifications

None

Client Benefits

Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, medical insurance, retirement benefits
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 22
Sex: female Race: white
Diagnosis: Cerebral Palsy
Age at Onset: congenital
Upper Extremity Impairments: paralysis & spasticity in left non-dominant extremity
Assistive Devices Used: none
Other Impairments: ambulation, no assistive devices

JOB PROFILE

Job Information
Job Title: General Clerk
D.O.T.: 209.562-010
Type of Co.: oil field equip. co.
Number of Employees: +350
Size of City: +1,000,000
Job Obtained Thru: Job Fair for the Handicapped
Employment Requirements: read & write, job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 6 months
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	INT	
pinch grasp	INT	TI
fingering	INT	SI
palmer grasp	INT	SI
spherical grasp	INT	TI
grip strength	INT	TI
handling	INT	SI
leverage strength	INT	TI
range of motion	INT	SI
motor coordination	INT	SI

Functional Requirements of Job

routine	1 hand
routine	1 hand
routine	2 hands
routine	1 hand
never	
never	
routine	2 hands
never	
moderate	2 arms/hands
minimal A & S	2 arms/hnds/fngrs

Other Physical Requirements
Lift less than 10 lbs., carry, talk, hear, see

Compensatory Techniques
Client performs all tasks with one hand and uses impaired extremity as a weight to hold materials in place.
Overall performance is slower than non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: average
Education: GED
Training/Pre-Inj: n.a.
Training/Post-Inj: OJT in micrographics in sheltered workshop
Employment/Pre-Inj: n.a.
Employment/Post-Inj: mail clerk (209.587-026)
Time Unemployed before Job: 1 year
Transportation: depends on relatives

Job Duties
Pulls staples from file documents and flattens them so as to prepare them for microfilming process. Sorts records as to size. Answers telephone in dept & conveys messages.

Client Benefits
Wages: above minimum wages
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirement benefits
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information

Age at Time Began Job: 27
Sex: male Race: black
Diagnosis: Traumatic Quad, C-7
Age at Onset: 19
Upper Extremity Impairments: bilateral weakness & paralysis
Assistive Devices Used: none
Other Impairments: unable to ambulate, uses standard wheelchair

JOB PROFILE

Job Information

Job Title: Microfilm Technician
D.O.T.: 207.685-018
Type of Co.: engineering co.
No. of Employees: +2000
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer

Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 2 years
Tenure Outlook: long term
Job Advancement: yes, supervisory pos.

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MiI	MiI
fingering	MiI	MiI
palmer grasp	MiI	MiI
spherical grasp	MiI	MiI
grip strength	MoI	MoI
handling	MiI	MiI
leverage strength	MoI	MoI
range of motion	MiI	MiI
motor coordination	MiI	MiI

Functional Requirements of Job

non-routine	1 hand
routine	2 hands
routine	2 hands
routine	1 hand
routine	1 hand
never	
routine	2 hands
never	
moderate	2 arms/hands
A & S required	2 arms/hnds/fngrs

Other Physical Requirements

Lift less than 10 lbs., carry, hear, see

Compensatory Techniques

None. Overall performance is on par with non-impaired person.

Work Modifications

Camera stand raised 8" to accommodate access by wheelchair.

Vocational Information

Intelligence: average
Education: 12
Training/Pre-Inj: none
Training/Post-Inj: OJT in microfilming, machines, & assembly in sheltered workshop
Employment/Pre-Inj: none
Employment/Post-Inj: product assembler (706.684-018)
Time Unemployed before Job: 1½ years
Transportation: drives self

Job Duties

Prepares records to be filmed by removing from file folders, removing staples, taping rough edges. Tends equipment that photographs records. Loads equipment with reels of film. Feeds records into feed rolls that carry records past camera lens to be photographed.

Client Benefits

Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirement benefits
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 24
Sex: female Race: white
Diagnosis: Congenital Deformity
Age at Onset: congenital
Upper Extremity Impairments: bilateral weakness
Assistive Devices Used: none
Other Impairments: ambulation, uses crutches

JOB PROFILE

Job Information
Job Title: Microfilm Technician
D.O.T.: 207.685-018
Type of Co.: private hospital
No. of Employees: +600
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: av.
Relationship with Employees: av.
Tenure to Date: 6 months
Tenure Outlook: long term
Job Advancement: yes, position unknown

Upper Extremity Functional Abilities

	R	L
tip prehension	INT	
pinch grasp	INT	INT
fingering	INT	INT
palmer grasp	INT	INT
spherical grasp	INT	INT
grip strength	MiI	MiI
handling	INT	INT
leverage strength	MiI	MiI
range of motion	MiI	MiI
motor coordination	MiI	MiI

Functional Requirements of Job

non-routine	1 hand
routine	2 hands
routine	2 hands
routine	1 hand
routine	1 hand
never	
routine	2 hands
never	
moderate	2 arms/hands
A & S required	2 arms/hnds/fngrs

Other Physical Requirements
Lift up to 10 lbs., carry, hear, see

Compensatory Techniques
None. Overall performance is on par with non-impaired person

Work Modifications
None

Vocational Information
Intelligence: average
Education: 12
Training/Pre-Inj: n.a.
Training/Post-Inj: OJT in microfilming in sheltered workshop
Employment/Pre-Inj: n.a.
Employment/Post-Inj: current job
Time Unemployed before Job: no prior work experiences
Transportation: depends on relatives

Job Duties
Prepares records to be filmed by removing from file folders, removing staples, taping rough edges. Tends equipment that photographs records. Loads equipment with reels of film. Feeds records into feed rools that carry records past camera lens to be photographed.

Client Benefits
Wages: above minimum wage
Wage Increase: n.a.
Wage Comparison: n.a.
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirement benefits
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 40
Sex: female Race: black
Diagnosis: Polio Hemiplegia
Age at Onset: 2
Upper Extremity Impairments: paralysis & weakness of rt dominant extremity
Assistive Devices Used: none
Other Impairments: ambulation, no assistive devices

JOB PROFILE

Job Information
Job Title: Microfilm Technician
D.O.T.: 207.685-018
Type of Co.: oil & gas co.
No. of Employees: +100
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 1 year
Tenure Outlook: long term
Job Advancement: yes, position unknown

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MiI	INT
fingering	MiI	INT
palmer grasp	MiI	INT
spherical grasp	MiI	INT
grip strength	MoI	INT
handling	MiI	INT
range of motion	MoI	INT
motor coordination	MiI	INT

Functional Requirements of Job

non-routine	1 hand
routine	2 hands
routine	2 hands
routine	1 hand
routine	1 hand
never	
routine	2 hands
moderate	2 arms/hands
A & S required	2 arms/hnds/fngrs

Other Physical Requirements
Lift up to 10 lbs., carry, hear, see

Compensatory Techniques
None. Overall performance is on par with non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: average
Education: 12
Training/Pre-Ill: n.a.
Training/Post-Ill: OJT in microfilming in sheltered workshop
Employment/Pre-Ill: n.a.
Employment/Post-Ill: medical records clerk (245.362-010)
Time Unemployed before Job: 2 years
Transportation: drives self

Job Duties
Prepares records to be filmed by removing from file folders, removing staples, & taping rough edges. Tends equipment that photographs records. Loads equipment with reels of films. Feeds records into feed rolls that carry records past camera lens to be photographed. Ships films for processing. Proofreads & edits processed films.

Client Benefits
Wages: above minimum wage
Wage Increase: contingent on job performance
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, medical insurance, retirement benefits, eligible for stock purchase
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information

Age at Time Began Job: 37
Sex: male Race: white
Diagnosis: Muscular Dystrophy
Age at Onset: 25
Upper Extremity Impairments: bilateral weakness
Assistive Devices Used: none
Other Impairments: ambulation, no assist. devices; vision, partially corrected w/gls; speech, suf. intel.

JOB PROFILE

Job Information

Job Title: General Office Clerk
D.O.T.: 219.362-010
Type of Co.: architectural firm
No. of Employees: 10
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer

Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 3 years
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	INT	
pinch grasp	MiI	MiI
fingering	MiI	MiI
palmer grasp	INT	INT
spherical grasp	MiI	MiI
grip strength	MoI	MoI
handling	MiI	MiI
leverage strength	MoI	MoI
range of motion	MiI	MiI
motor coordination	MiI	MiI

Functional Requirements of Job

routine	1 hand
routine	2 hands
routine	2 hands
routine	1 hand
non-routine	1 hand
never	
routine	2 hands
never	
moderate	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements

Lift less than 10 lbs., carry, talk, hear, see

Compensatory Techniques

None. Overall performance is on par with non-impaired person.

Work Modifications

None

Vocational Information

Intelligence: average
Education: 15
Training/Pre-Ill: none
Training/Post-Ill: OJT in microfilming in sheltered workshop
Employment/Pre-Ill: sheet metal shop helper (619.686-020)
Employment/Post-Ill: current job
Time Unemployed before Job: 11 years
Transportation: drives self

Job Duties

Performs variety of clerical duties: post & tabulates data in bookkeeping records; operate reproduction equipment; files, bills, orders supplies; gives information & interviews customers & sales personnel; answers phone; prepares stock inventories.

Client Benefits

Wages: above minimum wage
Wage Increase: contingent on job performance
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, retirement benefits
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 22
Sex: female Race: white
Diagnosis: Cerebral Palsy
Age at Onset: congenital
Upper Extremity Impairments: paralysis of right extremity
Assistive Devices Used: none
Other Impairments: ambulation, wears short leg brace on rt extremity; seizures, controlled

JOB PROFILE

Job Information
Job Title: File Clerk I
D.O.T.: 206.362-010
Type of Co.: U.S. gov't agency
No. of Employees: 13
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 3 months
Tenure Outlook: uncertain
Job Advancement: no

Upper Extremity Functional Abilities

	R	L	Functional Requirements of Job	
tip prehension		MiI	non-routine	1 hand
pinch grasp	TI	INT	routine	2 hands
fingering	TI	INT	routine	2 hands
palmer grasp	TI	INT	non-routine	1 hand
spherical grasp	TI	INT	non-routine	1 hand
grip strength	TI	INT	never	
handling	TI	INT	routine	2 hands
leverage strength	TI	INT	never	
range of motion	TI	INT	moderate	2 arms/hands
motor coordination	TI	MiI	A required	2 arms/hnds/fngrs

Other Physical Requirements
Lift less than 10 lbs., carry, see

Compensatory Techniques
Client performs all tasks with one hand.
Overall performance is slower than non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: dull normal
Education: 12, special education
Training/Pre-Inj: n.a.
Training/Post-Inj: OJT in assembly & microfilming in sheltered workshop
Employment/Pre-Inj: n.a.
Employment/Post-Inj: current job
Time Unemployed before Job: no prior work experiences
Transportation: depends on relatives

Job Duties
Files materials alphabetically & chronologically in books, operates xerox machine & microfilm rotary camera, collates & staples materials.

Client Benefits
Wages: above minimum wage
Wage Increase: contingent on job performance
Wage Comparison: n.a.
Fringe Benefits: vacation time, sick leave
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information

Age at Time Began Job: 32
Sex: female Race: white
Diagnosis: Neurological disease affecting cerebellar functioning
Age at Onset: 28
Upper Extremity Impairments: bilateral weakness
Assistive Devices Used: none
Other Impairments: speech, suf. intel.; minimal brain dysfunc.

Upper Extremity Functional Abilities

	R	L
tip prehension	INT	
pinch grasp	MiI	MiI
fingering	INT	INT
palmer grasp	INT	INT
spherical grasp	INT	INT
grip strength	MiI	MiI
handling	INT	INT
leverage strength	MiI	MiI
range of motion	MiI	MiI
motor coordination	MiI	MiI

Vocational Information

Intelligence: average
Education: 13
Training/Pre-Ill: none
Training/Post-Ill: none
Employment/Pre-Ill: clerk typist (203.362-010)
Employment/Post-Ill: current job
Time Unemployed before Job: 8 years
Transportation: drives self

JOB PROFILE

Job Information

Job Title: File Clerk I
D.O.T.: 206.362-010
Type of Co.: gov't hospital
No. of Employees: 35 in dept.
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: read & write, job application, job interview, physical exam

Functional Requirements of Job

routine	1 hand
routine	2 hands
routine	2 hands
routine	1 hand
never	
non-routine	2 hands
routine	2 hands
never	
full	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements

Lift less than 10 lbs., carry, climb, balance, stoop, kneel, see

Job Duties

Files medical records in alphabetical & numerical order. Reads incoming files and sorts according to file system. Places records in files. Locates & removes materials from files when requested. Records information in files. Keeps records of materials removed & stamps materials received.

CLIENT/JOB PROFILE

Assessment by Employer

Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/Attendance: av.
Relationship with Employees: av.
Tenure to Date: 6 months
Tenure Outlook: short term
Job Advancement: no

Compensatory Techniques

None. Overall performance is slower than non-impaired person as motor coordination increases to MoI when client becomes fatigued.

Work Modifications

None

Client Benefits

Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirement benefits
Job Satisfaction: b. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 36
Sex: female Race: white
Diagnosis: Congenital Deformity
Age at Onset: congenital
Upper Extremity Impairments: absence of rt hand & forearm; stump at elbow
Assistive Devices Used: none
Other Impairments: none

JOB PROFILE

Job Information
Job Title: Secretary
D.O.T.: 201.362-030
Type of Co.: state rehab agency
No. of Employees: +45 in div office
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview, ability to type 50 WPM, dictation at 60 WPM

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: av.
Relationship with Employees: av.
Tenure to Date: 2 years
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension		INT
pinch grasp	TI	INT
fingering	TI	INT
palmer grasp	TI	INT
spherical grasp	TI	INT
grip strength	TI	INT
handling	TI	INT
leverage strength	TI	INT
range of motion	TI	INT
motor coordination	TI	INT

Functional Requirements of Job

routine	1 hand
routine	1 hand
routine	2 hands
routine	1 hand
routine	1 hand
never	
routine	2 hands
never	
moderate	2 arms/hands
A & S required	2 arms/hnds/fngrs

Other Physical Requirements
Lift less than 10 lbs., carry, talk, hear, see

Compensatory Techniques
Client performs all tasks with one hand. She learned one handed typing in high school.
Overall performance is on par with non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: average
Education: 12
Training/Pre-Inj: n.a.
Training/Post-Inj: keypunch & shorthand in business school
Employment/Pre-Inj: n.a.
Employment/Post-Inj: keypunch operator (203.582-030); secretary (201.362-030)
Time Unemployed before Job: 11 months
Transportation: drives self

Job Duties
Answers telephone & gives information to callers, or routes calls to appropriate person, & places outgoing calls. Schedules appointments for employer. Greets visitors, ascertains nature of business, & conducts visitors to appropriate person. Transcribes from voice recordings. Types routine correspondence. Handles switchboard when operator is out. Performs mailroom duties. Operates xerox machine.

Client Benefits
Wages: above minimum wage
Wage Increase: contingent on job performance
Wage Comparison: less than wages on previous job
Fringe Benefits: vacation, sick leave, medical insurance, retirement benefits
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 18
Sex: female Race: white
Diagnosis: Traumatic Head Injury
Age at Onset: 15
Upper Extremity Impairments: bilateral weakness; spasticity in rt dominant extremity
Assistive Devices Used: none
Other Impairments: ambulation, no assist. dvcs; speech, suf. intel.

JOB PROFILE

Job Information
Job Title: Duplicating Machine Operator
D.O.T.: 207.682-014
Type of Co.: university
Number of Employees: +600
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/Attendance: av.
Relationship with Employees: av.
Tenure to Date: 6 months
Tenure Outlook: average
Job Advancement: yes, position unknown

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MiI	MiI
fingering	MiI	INT
palmer grasp	MiI	INT
spherical grasp	MiI	INT
grip strength	MiI	MiI
handling	MiI	INT
leverage strength	MiI	MiI
range of motion	MiI	MiI
motor coordination	MiI	MiI

Functional Requirements of Job

non-routine	1 hand
routine	1 hand
routine	2 hands
non-routine	1 hand
routine	1 hand
never	
routine	2 hands
never	
moderate	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements
Lift up to 10 lbs., carry, crouch, hear, see

Compensatory Techniques
None. Overall performance is on par with non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: average
Education: GED
Training/Pre-Inj: none
Training/Post-Inj: OJT in microfilming in sheltered workshop
Employment/Pre-Inj: none
Employment/Post-Inj: current job
Time Unemployed before Job: no prior work experiences
Transportation: drives self

Job Duties
Reproduces typewritten & handwritten materials using duplicating machine. Places blank paper on loading tray. Sets control switch for number of copies. Presses button to start machine. Collates copy materials and staples.

Client Benefits
Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: n.a.
Fringe Benefits: vacation, sick leave, medical insurance, retirement benefits.
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information

Age at Time Began Job: 30
Sex: female Race: latin
Diagnosis: Trauma to left arm & leg
Age at Onset: 8 months
Upper Extremity Impairments: weakness of non-dominant extremity
Assistive Devices Used: none
Other Impairments: ambulation, no assistive devices

JOB PROFILE

Job Information

Job Title: Production Assembler
D.O.T.: 706.687-010
Type of Co.: electrical equipment co.
Number of Employees: +350
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: read & write, job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer

Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 3 months
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	INT	
pinch grasp	INT	MiI
fingering	INT	INT
palmer grasp	INT	INT
spherical grasp	INT	MiI
grip strength	INT	MiI
handling	INT	MiI
leverage strength	INT	MiI
range of motion	INT	MiI
motor coordination	INT	MiI

Functional Requirements of Job

never	
non-routine	1 hand
routine	2 hands
routine	1 hand
routine	1 hand
routine	2 hands
routine	2 hands
routine	1 arm/hand
moderate	2 arms/hands
A & S required	2 arms/hnds/fngrs

Other Physical Requirements

Lift up to 25 lbs., see

Compensatory Techniques

None. Overall performance is on par with non-impaired person.

Work Modifications

None

Vocational Information

Intelligence: dull normal
Education: 09
Training/Pre-Inj: n.a.
Training/Post-Inj: OJT in assembly in sheltered workshop
Employment/Pre-Inj: n.a.
Employment/Post-Inj: flatwork tier (361.587-010)
Time Unemployed before Job: 7 years
Transportation: uses public conveyance

Job Duties

Performs repetitive assembly operations to produce electrical panelboards. Fastens sheet metal parts using pneumatic tools & riveting machine.

Client Benefits

Wages: above minimum wage
Wage Increase: contingent upon job performance
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirement benefits
Job Satisfaction: av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 20
Sex: female Race: white
Diagnosis: Cerebral Palsy
Age at Onset: congenital
Upper Extremity Impairments: paralysis of rt dominant extremity
Assistive Devices Used: none
Other Impairments: ambulation, no assistive devices

JOB PROFILE

Job Information
Job Title: Mail Room Clerk
D.O.T.: 209.587-026
Type of Co.: non-profit hospital
No. of Employees: +600
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 5 years
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension		MiI
pinch grasp	TI	INT
fingering	SI	INT
palmer grasp	SI	INT
spherical grasp	SI	INT
grip strength	TI	INT
handling	SI	INT
leverage strength	TI	INT
range of motion	SI	INT
motor coordination	SI	MiI

Functional Requirements of Job

non-routine	1 hand
routine	1 hand
routine	2 hands
routine	1 hand
non-routine	1 hand
routine	2 hands
routine	2 hands
never	
full	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements
Lift up to 10 lbs., carry, push, climb, stoop, see

Compensatory Techniques
Client performs all tasks with one hand. Overall performance is slower than non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: average
Education: 12
Training/Pre-Inj: n.a.
Training/Post-Inj: general clerical course in business school
Employment/Pre-Inj: n.a.
Employment/Post-Inj: general clerk (209.562-010)
Time Unemployed before Job: 6 months
Transportation: depends on relatives

Job Duties
Sorts incoming mail for distribution & dispatches outgoing mail. Stamps date & time of receipts of incoming mail. Stamps outoing mail with postage meter. Distributes & collects mail throughout hospital using push cart. Weighs mail to determine if postage is sufficient. Operates xerox machine.

Client Benefits
Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirement benefits
Job Satisfaction: av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 22
Sex: male Race: white
Diagnosis: Cerebral Palsy
Age at Onset: congenital
Upper Extremity Impairments: bi-lateral deformity & spasticity
Assistive Devices Used: none
Other Impairments: ambulation, no assist. devices; bi-hearing loss, part cor. w/aid; speech, mod. intel.

JOB PROFILE

Job Information
Job Title: Office Messenger
D.O.T.: 239.567-010
Type of Co.: private hospital
No. of Employees: +2000
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: av.
Tenure to Date: 2 years
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MiI	MiI
fingering	MiI	MiI
palmer grasp	INT	INT
spherical grasp	MiI	MiI
grip strength	INT	INT
handling	MiI	MiI
leverage strength	INT	INT
range of motion	INT	INT
motor coordination	MiI	MiI

Functional Requirements of Job

never	
routine	1 hand
routine	2 hands
routine	1 hand
routine	1 hand
routine	2 hands
routine	2 hands
never	
full	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements
Lift up to 20 lbs., carry, push, pull, climb, stoop, crouch, see

Compensatory Techniques
None. Overall performance is on par with non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: average
Education: 12
Training/Pre-Inj: n.a.
Training/Post-Inj: OJT in pantograph
Employment/Pre-Inj: n.a.
Employment/Post-Inj: construction laborer (862.684-014); stock clerk (222.387-058)
Time Unemployed before Job: 3 months
Transportation: drives self

Job Duties
Delivers messages, documents, packages, & other items to departments within hospital. Opens & sorts incoming mail. Delivers newspapers to private rooms. Picks up tickets for X-ray & Data Processing. Distributes computer printouts to various departments.

Client Benefits
Wages: above minimum wage
Wage Increase: raises contingent on job performance
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirement benefits
Job Satisfaction: av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 23
Sex: male Race: white
Diagnosis: Cerebral Palsy
Age at Onset: congenital
Upper Extremity Impairments: paralysis, deformity, & spasticity of rt dominant extremity
Assistive Devices Used: none
Other Impairments: ambulation, no assist. devices; speech, mod. intel.

JOB PROFILE

Job Information
Job Title: Kitchen Helper
D.O.T.: 318.687-010
Type of Co.: food service chain
No. of Employees: 30
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: overqualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 3 months
Tenure Outlook: long term
Job Advancement: yes, position unknown

Upper Extremity Functional Abilities

	R	L
tip prehension		MiI
pinch grasp	TI	INT
fingering	TI	INT
palmer grasp	SI	INT
spherical grasp	SI	INT
grip strength	SI	INT
handling	SI	INT
leverage strength	SI	INT
range of motion	SI	INT
motor coordination	SI	MiI

Functional Requirements of Job

never	
never	
never	
routine	1 hand
never	
routine	2 hands
routine	2 hands
never	
full	2 arms/hands
minimal A & S	2 arms/hnds/fngrs

Other Physical Requirements
Lift up to 25 lbs., carry, push, pull, stoop, see

Compensatory Techniques
On tasks requiring grip strength and handling, client grasps and lifts objects with non-impaired hand & stacks them on impaired arm for carrying. On occasions, client drags objects rather than lifts them using one hand. The impaired extremity is used as a prop, "tray", & support holder.
Overall performance is on par with non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: dull normal
Education: 12, special education
Training/Pre-Inj: n.a.
Training/Post-Inj: OJT in janitorial work in sheltered workshop
Employment/Pre-Inj: n.a.
Employment/Post-Inj: current job
Time Unemployed before Job: no prior work experiences
Transportation: depends on relatives

Job Duties
Sweeps & mops floors, washes pots, pans, trays, & dishes by hand; empties garbage cans; stocks clean dishes; cleans off dining room tables; transfer empty milk cartons to designated areas.

Client Benefits
Wages: minimum wage
Wage Increase: raises are routine
Wage Comparison: n.a.
Fringe Benefits: vacation time, sick leave
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information

Age at Time Began Job: 39
Sex: male Race: latin
Diagnosis: Left A/E Amputation
Age at Onset: 36
Upper Extremity Impairment: absence of left non-dominant extremity above elbow
Assistive Devices Used: hook prosthesis
Other Impairments: none

JOB PROFILE

Job Information

Job Title: Material Handler
D.O.T.: 929.687-030
Type of Co.: metal mfg
No. of Employees: 55
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer

Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 6 months
Tenure Outlook: long term
Job Advancement: yes, position unknown

Upper Extremity Functional Abilities

	R	L
tip prehension	INT	
pinch grasp	INT	SI
fingering	INT	TI
palmer grasp	INT	SI
spherical grasp	INT	SI
grip strength	INT	SI
handling	INT	SI
leverage strength	INT	SI
range of motion	INT	SI
motor coordination	INT	SI

Functional Requirements of Job

never	
never	
never	
routine	2 hands
never	
routine	2 hands
routine	2 hands
never	
full	2 arms/hands
minimal A & S	2 arms/hands

Other Physical Requirements

Lift up to 25 lbs., carry, push, pull, stoop, crouch, see

Compensatory Techniques

Client grasps & lifts objects with non-impaired extremity & uses prosthesis for support in holding & carrying objects.
Overall performance is on par with non-impaired person.

Work Modifications

None

Vocational Information

Intelligence: borderline
Education: 08
Training/Pre-Inj: none
Training/Post-Inj: OJT in machine operations in sheltered workshop
Employment/Pre-Inj: fruit harvest worker (403.687-018); machine operator (619.685-062)
Employment/Post-Inj: current job
Time Unemployed before Job: 3½ years
Transportation: uses public conveyance

Job Duties

Loads, unloads, and conveys materials within or near worksite onto pallets to workers & between depts.

Client Benefits

Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation, overtime pay
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 37
Sex: male Race: white
Diagnosis: Bilateral amputation above wrists secondary to trauma
Age at Onset: 28
Upper Extremity Impairments: absence of both hands
Assistive Devices Used: hook prostheses
Other Impairments: deafness; speech, moderately intelligible

JOB PROFILE

Job Information
Job Title: Conveyor Operator
D.O.T.: 921.683-026
Type of Co.: dairy produce
No. of Employees: +40
Size of City: +1,000,000
Job Obtained Thru: friends
Employment Requirements: job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 5 years
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	SI	
pinch grasp	SI	SI
fingering	TI	TI
palmer grasp	SI	SI
spherical grasp	SI	SI
grip strength	MoI	MoI
handling	SI	SI
leverage strength	MiI	MiI
range of motion	INT	INT
motor coordination	SI	SI

Functional Requirements of Job

never	
never	
never	
routine	2 hands
never	
routine	2 hands
routine	2 hands
routine	2 arms/hands
full	
minimal A & S	2 arms/hands

Other Physical Requirements
Lift up to 50 lbs., carry, push, pull, stoop, kneel, crouch, see

Compensatory Techniques
Tasks requiring palmer grasp, grip strength, & handling are facilitated by the fact that the materials handled are of gridiron framework. Overall performance is on par with non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: average
Education: 04
Training/Pre-Inj: none
Training/Post-Inj: none
Employment/Pre-Inj: carpentry laborer (869.664-014); punch press operator (615.685-030)
Employment/Post-Inj: drill press operator (606.682-014); bottling line attendant (920.687-042)
Time Unemployed before Job: 11 months
Transportation: drives self

Job Duties
Unloads empty dairy carts from trucks onto docks. Loads empty cartons onto conveyor system routing cartons to cleansing machine. Operates & controls conveyor system. Observes moving cartons & dislodges jammed cartons by hand. Lubricates conveyor parts. Cleans working area.

Client Benefits
Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirement benefits
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 26
Sex: male Race: white
Diagnosis: Stroke
Age at Onset: 24
Upper Extremity Impairments: paralysis & weakness in rt dominant extremity
Assistive Devices Used: none
Other Impairments: ambulation, uses cane; minimal brain dysfunctioning

JOB PROFILE

Job Information
Job Title: Driver
D.O.T.: 359.673-010
Type of Co.: apartment for handicapped
No. of Employees: 5
Size of City: +1,000,000
Job Obtained Thru: UF Agency
Employment Requirements: job interview, physical exam, driver's license

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform job duties w/mod.
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/Attendance: av.
Relationship with Employees: av.
Tenure to Date: 1 year
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	MoI	
pinch grasp	MoI	INT
fingering	MoI	INT
palmer grasp	MoI	INT
spherical grasp	MoI	INT
grip strength	SI	INT
handling	MoI	INT
leverage strength	SI	INT
range of motion	SI	INT
motor coordination	MoI	INT

Functional Requirements of Job

never	
never	
non-routine	1 hand
routine	2 hands
non-routine	1 hand
routine	2 hands
routine	2 hands
never	
moderate	2 arms/hands
minimal A & S	2 arms/hands

Other Physical Requirements
Lift up to 25 lbs., carry, push, pull, climb, stoop, kneel, hear, see

Compensatory Techniques
Client uses one hand to perform all 2 handed tasks. Overall performance is laborous and slower than non-impaired person.

Work Modifications
Hand controls & power brakes installed in van to facilitate driving.

Vocational Information
Intelligence: average
Education: GED
Training/Pre-Ill: OJT in welding
Training/Post-Ill: none
Employment/Pre-Ill: production line welder (819.684-010)
Employment/Post-Ill: current job
Time Unemployed before Job: 2 years
Transportation: lives at apartment where employed

Job Duties
Drives handicapped van as ordered by apartment manager or handicapped passengers. Performs miscellaneous duties such as running errands for apartment tenants, providing attendant services, & providing general apartment maintenance services.

Client Benefits
Wages: above minimum wage
Wage Increase: no raises anticipated
Wage Comparison: higher than previous job
Fringe Benefits: none
Job Satisfaction: av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 36
Sex: male Race: white
Diagnosis: Syringomyelia of Spinal Cord
Age at Onset: 15
Upper Extremity Impairments: bi-lateral paralysis
Assistive Devices Used: none
Other Impairments: none

JOB PROFILE

Job Information
Job Title: Transportation Service Owner & Operator
D.O.T.: 913.463-018
Type of Co.: self owned mini-bus service for handicapped persons
No. of Employees: 3
Size of City: +1,000,000
Job Obtained Thru: created by client with DVR support
Employment Requirements: n.a.

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: requires some assistance with job duties
ADL Status on Job: needs mod. assist.
Skills/Job Fitness: qualified
Job Performance: n.a.
Punctuality/Attendance: n.a.
Relationship with Employees: n.a.
Tenure to Date: 5 years
Tenure Outlook: long term
Job Advancement: n.a.

Upper Extremity Functional Abilities

	R	L
tip prehension	TI	
pinch grasp	TI	TI
fingering	TI	TI
palmer grasp	TI	TI
spherical grasp	TI	TI
grip strength	TI	TI
handling	TI	TI
leverage strength	TI	TI
range of motion	TI	TI
motor coordination	TI	TI

Functional Requirements of Job

non-routine	1 hand
never	
routine	2 hands
routine	2 hands
non-routine	1 hand
routine	2 hands
routine	2 hands
never	
moderate	2 arms/hands
minimal A & S	2 arms/hnds/fngrs

Other Physical Requirements
Lift up to 25 lbs., push, stoop, crouch, talk, hear, see

Compensatory Techniques
Client relies on wife (business partner) & an ass't driver to provide attendant services in transferring wheelchair passengers to & from mini-bus and to perform all tasks requiring use of upper extremities.
Overall performance, with help, is on par with non-impaired person.

Work Modifications
Foot controls for driving van and head set for business telephone.

Vocational Information
Intelligence: average
Education: GED
Training/Pre-Ill: none
Training/Post-Ill: hospital based computer training program
Employment/Pre-Ill n.a.
Employment/Post-Ill: current job
Time Unemployed before Job: no prior work experiences
Transportation: drives self

Job Duties
Transports wheelchair bound persons & other severely disabled individuals to school, work, medical facilities & places of entertainment. Drives mini-bus to transport passengers for fee based on mileage. Picks up passengers in response to telephone relayed request for services. Directs ass't driver in physical transfers of passengers in & out of van.

Client Benefits
Wages: above minimum wage
Wage Increase: n.a.
Wage Comparison: n.a.
Fringe Benefits: n.a.
Job Satisfaction: av.

CLIENT PROFILE

Identifying Information

Age at Time Began Job: 19
Sex: male Race: latin
Diagnosis: Cerebral Palsy
Age at Onset: congenital
Upper Extremity Impairments: bilateral weakness
Assistive Devices Used: none
Other Impairments: ambulation, uses crutches

JOB PROFILE

Job Information

Job Title: Drill Press Operator
D.O.T.: 606.682-014
Type of Co.: machine mfg
Number of Employees: +100
Size of City: +1,000,000
Job Obtained Thru: Job Fair for the Handicapped
Employment Requirements: job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer

Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 1 year
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	INT	
pinch grasp	MiI	MiI
fingering	INT	INT
palmer grasp	INT	INT
spherical grasp	INT	INT
grip strength	MiI	MiI
handling	INT	INT
leverage strength	MiI	MiI
range of motion	MiI	MiI
motor coordination	MiI	MiI

Functional Requirements of Job

never	
routine	1 hand
routine	2 hands
routine	2 hands
routine	1 hand
routine	2 hands
routine	2 hands
routine	1 arm/hand
full	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements

Lift up to 25 lbs., carry, push, pull, hear, see

Compensatory Techniques

None. Overall performance is on par with non-impaired person.

Work Modifications

None

Vocational Information

Intelligence: average
Education: 12
Training/Pre-Inj: n.a.
Training/Post-Inj: OJT in machine operations in sheltered workshop
Employment/Pre-Inj: n.a.
Employment/Post-Inj: current job
Time Unemployed before Job: no prior work experiences
Transportation: drives self

Job Duties

Operates drilling machines to drill, ream, countersink, spot-face, or tap holes in metal workpieces to specifications. Lifts workpiece manually and clamps it in drilling jig. Moves level to feed tools into workpiece, & engages automatic feed. Observes machine operation & verifies conformance of drilled workpiece to specifications using guages. Changes work cutting tools using wrenches.

Client Benefits

Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: n.a.
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirement benefits
Job Satisfaction: av.

CLIENT PROFILE

Identifying Information

Age at Time Began Job: 44
Sex: male Race: white
Diagnosis: Cerebral Palsy
Age at Onset: congenital
Upper Extremity Impairments: bilateral weakness, deformity, spasticity
Assistive Devices Used: none
Other Impairments: ambulation, no assistive devices; speech, moderately intelligible

JOB PROFILE

Job Information

Job Title: Stockroom Attendant
D.O.T.: 223.387-034
Type of Co.: private hospital
No. of Employees: +3,000
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer

Disability/Job Fitness: requires some assistance with job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 11 years
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	MoI	
pinch grasp	MoI	MoI
fingering	MoI	MoI
palmer grasp	MoI	MoI
spherical grasp	MoI	MoI
grip strength	MoI	MoI
handling	MoI	MoI
leverage strength	SI	SI
range of motion	MoI	MoI
motor coordination	MoI	MoI

Functional Requirements of Job

never	
non-routine	2 hands
non-routine	2 hands
routine	2 hands
routine	1 hand
routine	2 hands
routine	2 hands
never	
full	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements

Lift up to 25 lbs., carry, stoop kneel, crouch, see

Compensatory Techniques

None. Client requires help from co-workers to remove or store items on top of storeroom shelves because of restricted ROM. Overall performance is laborous and slower than non-impaired person.

Work Modifications

None

Vocational Information

Intelligence: average
Education: GED
Training/Pre-Inj: n.a.
Training/Post-Inj: none
Employment/Pre-Inj: n.a.
Employment/Post-Inj: current job
Time Unemployed before Job: no prior work experiences
Transportation: depends on relatives

Job Duties

Receives & stores equipment, materials, supplies in stockroom. Examines stock to verify conformance to specifications. Stores articles in bins, on floor, or on shelves according to identifying information. Delivers articles to specific location in hospital & receives receipt for delivery.

Client Benefits

Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: n.a.
Fringe Benefits: vacation, sick leave, medical insurance, retirement benefits
Job Satisfaction: a.av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 41
Sex: male Race: white
Diagnosis: Cerebral Palsy
Age at Onset: congenital
Upper Extremity Impairments: bilateral weakness & spasticity
Assistive Devices Used: none
Other Impairments: ambulation, no assistive devices; speech, sufficiently intelligible

JOB PROFILE

Job Information
Job Title: Warehouseman
D.O.T.: 922.687-058
Type of Co.: non-profit hospital
Number of Employees: +600
Size of City: +1,000,000
Job Obtained Thru: friend
Employment Requirements: read & write, job application, job interview, physical exam

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 5 years
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MiI	MiI
fingering	MiI	MiI
palmer grasp	INT	INT
spherical grasp	INT	INT
grip strength	MiI	MiI
handling	MiI	MiI
leverage strength	MiI	MiI
range of motion	INT	INT
motor coordination	MiI	MiI

Functional Requirements of Job

routine	1 hand
routine	1 hand
routine	2 hands
routine	2 hands
routine	1 hand
routine	2 hands
routine	2 hands
never	
full	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements
Lift up to 25 lbs., carry, push, pull, climb, crouch, talk, hear, see

Compensatory Techniques
None. Overall performance is slower than non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: average
Education: GED
Training/Pre-Inj: n.a.
Training/Post-Inj: none
Employment/Pre-Inj: n.a.
Employment/Post-Inj: gas station attendant (915.467-010); janitor (381.687-014); library ass't (249.367-046); purchasing clerk (249.367-066)
Time Unemployed before Job: never
Transportation: uses bicycle

Job Duties
Fills requisitions, work orders, & requests for stock items. Conveys materials & items from storage areas to depts within hospital. Keeps record of materials or items received or distributed.

Client Benefits
Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation, sick leave, overtime pay, medical insurance, retirement benefits
Job Satisfaction: av.

CLIENT PROFILE

Identifying Information

Age at Time Began Job: 34
Sex: male Race: latin
Diagnosis: Left A/E Amputation
Age at Onset: 23
Upper Extremity Impairments: absence of left non-dominant extremity above elbow
Assistive Devices Used: does not wear prosthesis
Other Impairments: none

JOB PROFILE

Job Information

Job Title: Manager, Auto Service Station
D.O.T.: 185.167-014
Type of Co.: service station
Number of Employees: 6
Size of City: +1,000,000
Job Obtained Thru: friend
Employment Requirements: high school education, job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer

Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 3 months
Tenure Outlook: long term
Job Advancement: yes, position unknown

Upper Extremity Functional Abilities

	R	L
tip prehension	INT	
pinch grasp	INT	TI
fingering	INT	TI
palmer grasp	INT	TI
spherical grasp	INT	TI
grip strength	INT	TI
handling	INT	TI
leverage strength	INT	TI
range of motion	INT	TI
motor coordination	INT	TI

Functional Requirements of Job

routine	1 hand
routine	1 hand
routine	2 hands
routine	1 hand
routine	1 hand
routine	1 hand
routine	2 hands
non-routine	1 hand
full	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements

Lift up to 10 lbs., carry, push, pull, kneel, crouch, talk, hear, see

Compensatory Techniques

Since client's job is primarily supervisory, he delegates those tasks requiring 2 hands.
Overall performance is on par with non-impaired person.

Work Modifications

None

Vocational Information

Intelligence: above average
Education: 12
Training/Pre-Inj: none
Training/Post-Inj: accounting course in VA hospital; OJT in machine operation in sheltered workshop
Employment/Pre-Inj: heavy truck driver (905.663-014)
Employment/Post-Inj: current job
Time Unemployed before Job: 11 years
Transportation: drives self

Job Duties

Performs duties of auto service station attendant (915.467-010). Orders supplies, keeps records, & maintains inventory control. Supervises attendants on duty.

Client Benefits

Wages: above minimum wage
Wage Increase: raises are routine
Wage Comparison: less than previous job
Fringe Benefits: vacation, sick leave overtime pay, medical insurance, retirement benefits
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 20
Sex: male Race: white
Diagnosis: Cerebral Palsy
Age at Onset: congenital
Upper Extremity Impairments: bilateral spasticity
Assistive Devices Used: none
Other Impairments: ambulation, no assist. devices; deaf, communicates orally; speech, mod. intelligible

JOB PROFILE

Job Information
Job Title: Welder, Resistance Machine
D.O.T.: 812.682-010
Type of Co.: metal mfg
No. of Employees: 45
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: high school education, job application, job interview

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: meets min. stnds.
Punctuality/Attendance: a. av.
Relationship with Employees: av.
Tenure to Date: 1 year
Tenure Outlook: long term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MiI	MiI
fingering	MiI	MiI
palmer grasp	INT	INT
spherical grasp	MiI	MiI
grip strength	INT	INT
handling	MiI	MiI
leverage strength	MiI	MiI
range of motion	INT	INT
motor coordination	MiI	MiI

Functional Requirements of Job

never	
routine	2 hands
routine	2 hands
routine	1 hand
routine	1 hand
routine	2 hands
routine	2 hands
routine	2 arms/hands
full	2 arms/hands
A required	2 arms/hnds/fngrs

Other Physical Requirements
Lift up to 25 lbs., carry, push, pull, stoop, see

Compensatory Techniques
None. Overall performance is on par with non-impaired person.

Work Modifications
None.

Vocational Information
Intelligence: average
Education: GED
Training/Pre-Inj: n.a.
Training/Post-Inj: OJT in machine operations in sheltered workshop
Employment/Pre-Inj: n.a.
Employment/Post-Inj: janitor (382.687-014)
Time Unemployed before Job: 1 year
Transportation: depends on relatives

Job Duties
Tends spot welding machine to fuse metal components. Lifts & positions workpiece into jigs, fixtures, locating holes of holding clamps on machine. Moves controls to clamp work pieces in position, contact electrodes with workpieces, start electric current, & join weld points of work pieces. Holds machine control for specified time to fuse metal by pressure & heat generated by resistance of electric current at weld point.

Client Benefits
Wages: minimum wage
Wage Increase: raises are routine
Wage Comparison: higher than previous job
Fringe Benefits: vacation, overtime pay
Job Satisfaction: a. av.

CLIENT PROFILE

Identifying Information
Age at Time Began Job: 43
Sex: male Race: black
Diagnosis: Stroke
Age at Onset: 37
Upper Extremity Impairments: weakness in rt dominant extremity
Assistive Devices Used: none
Other Impairments: ambulation, no assistive devices

JOB PROFILE

Job Information
Job Title: Metal Fabricating Shop Helper
D.O.T.: 619.686-022
Type of Co.: sheet metal fab. co.
Number of Employees: 2
Size of City: +1,000,000
Job Obtained Thru: rehab counselor
Employment Requirements: job interview

CLIENT/JOB PROFILE

Assessment by Employer
Disability/Job Fitness: can physically perform all job duties
ADL Status on Job: independent
Skills/Job Fitness: qualified
Job Performance: a. av.
Punctuality/Attendance: a. av.
Relationship with Employees: a. av.
Tenure to Date: 6 months
Tenure Outlook: short term
Job Advancement: no

Upper Extremity Functional Abilities

	R	L
tip prehension	MiI	
pinch grasp	MiI	INT
fingering	MiI	INT
palmer grasp	MiI	INT
spherical grasp	MiI	INT
grip strength	MiI	INT
handling	MiI	INT
leverage strength	MiI	INT
range of motion	MiI	INT
motor coordination	MiI	INT

Functional Requirements of Job

non-routine	1 hand
routine	2 hands
routine	2 hands
routine	2 hands
routine	1 hand
routine	2 hands
routine	2 hands
routine	1 arm/hand
full	2 arms/hands
minimal A & S	2 arms/hands/fngrs

Other Physical Requirements
Lift up to 25 lbs., carry, push, pull, stoop, crouch, talk, hear, see

Compensatory Techniques
None. Overall performance is on par with non-impaired person.

Work Modifications
None

Vocational Information
Intelligence: borderline
Education: 10
Training/Pre-Ill: none
Training/Post-Ill: OJT in machine & assembly in sheltered workshop
Employment/Pre-Ill: machine operator (600.380-018); general farmworker, (421.683-010); heavy equipment operator (859.683-010)
Employment/Post-Ill: current job
Time Unemployed before Job: 6 years
Transportation: uses public conveyance

Job Duties
Lifts, positions, removes work pieces from fabricating machines to assist fitting & riveting. Loads, stocks, transport tools, dies, & work in progress by hand. Cleans & scrapes sheetmetal preparatory to fabricating. Paints metal stock using paint brush & spray gun. Performs maintenance duties such as mopping, sweeping, cleaning window, oiling machinery. Answers phone & conveys messages.

Client Benefits
Wages: above minimum wage
Wage Increase: no raises anticipated
Wage Comparison: consistent with previous job
Fringe Benefits: vacation, sick leave, medical insurance
Job Satisfaction: av.

APPENDIX

Duplicate as Needed

Completed Forms should be returned to
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RECORDING FORM

INVENTORY OF ENTRY LEVEL JOBS

CLIENT PROFILE

Identifying Information

1. Age at time began employment on current job:_____

2. Sex: _____Male _____Female

3. Race: _____White _____Black _____Latin _____Other

4. Medical Diagnosis: (Present diagnosis that relates to cause of problems in upper extremity functioning)_____

5. Age at onset of injury/illness:_____

6. Upper Extremity Impairments:
   (Code D for dominant hand, X for non-dominant hand)

Impairment	Right	Left
Paralysis loss of power of voluntary muscles		
Weakness lack of strength in muscles		
Deformity misshapen part of extremity		
Spasticity involuntary muscular coordination		
Amputation surgical removal of total or parts of extremity		

7. Assistive Devices used:_____

Name of Person submitting completed Form_____

Name & Address of Facility where employed_____

_____

Telephone_____

8. Other Impairments:

a. Lower Extremities
_____ambulation unimpaired
_____ambulation impaired
assistive devices used: _____none _____crutches _____cane
_____braces _____walker
_____other (define)_____
_____unable to ambulate
_____uses standard wheelchair _____uses electric wheelchair

b. Vision
_____within normal limits with or without glasses
_____vision in one eye impaired _____vision in both eyes impaired
_____partially corrected with glasses
_____cannot be corrected with glasses
_____legally blind

c. Hearing
_____within normal limits
_____hearing in one ear impaired _____hearing in both ears impaired
_____hearing corrected with aid
_____hearing partially corrected with aid
_____hearing cannot be corrected with aid
_____deaf
_____communicates manually _____communicates orally

d. Speech
_____within normal limits
_____impaired, sufficiently intelligible
_____impaired, moderately intelligible
_____impaired, totally unintelligible

e. Mental
_____within normal limits
_____impaired, minimal brain dysfunctioning
_____impaired, moderate brain dysfunctioning
_____impaired, severe brain dysfunctioning

Upper Extremity Functional Abilities

On the following page are listed 10 upper extremity functions with vocational definitions, examples of how functions can be assessed, and a column to write the grade which describes the client's degree of ability to perform each function. Note that the functions are arranged in a progressive order beginning with finger function and ending with combined arm/hand/finger function.

The scale below can be used to grade the degree of ability to perform each function (with assistive devices if used).

Intact (INT)	- can perform function in normal fashion as compared to non-impaired person
Minimally Impaired (MiI)	- can perform function, but is comparatively slower, weaker, and/or more restricted than non-impaired person
Moderately Impaired (MoI)	- can perform function, but effort is laborous, slow, and/or restricted
Severely Impaired (SI)	- can perform function, but only with maximum effort
Totally Impaired (TI)	- unable to perform function

Application of the scale requires careful observations and clinical judgment. The best procedure for grading is by process of elimination. There should be no difficulty in determing if ability to perform is Intact (INT) or Totally Impaired (TI). A grade of Minimally Impaired (MiI) indicates that the impaired person can perform a selected function without serious difficulty, but that effort is slower, weaker, or more restricted than non-impaired person. By contrast, a grade of Severely Impaired (SI) implies that the impaired person can perform a selected function only with maximum effort to the degree that performing the function on a routine basis would not be feasible. A Moderately Impaired (MoI) grade suggests that the impaired person has more difficulty than the MiI impaired person in performing a selected function, and that while effort is laborous, slow, and/or restricted, maximum effort is not required as with the SI impaired person.

Assessment techniques provided for each function are simple and necessitate tools/objects that are readily available. Client should be given verbal instructions in performing each function with the best hand first, then with the opposite hand - except for tip prehension which should be performed with the best hand only. On some tasks the client will need to use both hands, particularly in holding an object with one hand, while performing the function with the other. Bi-manual performance should be observed for clues in grading motor coordination.

Upper Extremity Functional Abilities

FUNCTION	ASSESSMENT TECHNIQUE	RIGHT	LEFT
tip prehension ability to pick up, hold, and write with a pen	Pick up a pen with best hand from desk, & write name, address, & phone number		
pinch grasp ability to firmly grasp & handle small objects with thumb & forefinger	Pull tape from dispenser with thumb & forefinger, & tear. Grasp page from paper pad with thumb & forefinger, & remove from pad.		
fingering ability to move the fingers & manipulate small objects such as assembling small parts, manipulating paper clips, pressing typewriter keys	Attach a paper clip to several pieces of paper. Press calculator or typewriter keys using several fingers in rapid succession. Demonstrate finger opposition (touching thumb with each finger on the same hand).		
palmer grasp ability to grasp gross objects with hand & fingers such as phone receiver, hammer, flashlight, car steering wheel	Grasp & lift phone receiver, tape dispenser, paper cup, and/or soft drink can.		
spherical grasp ability to grasp & turn/twist objects with hand & fingers such as door knobs, dials on instrument panels	Grasp & turn round door knob. Grasp & unscrew lid from jar.		
grip strength ability to grasp & grip objects firmly with hand & fingers such as pliers, wrenches, or to grasp objects 20 lbs. + for lifting	Grasp counselor's hand & clench as tightly as possible. Grasp 20 lb object with one or both hands and lift from desk.		
handling ability to move hands in manipulating gross objects (fingering not significantly involved) such folding laundry, packing products	Remove lid from small cardboard box, grasp & lift various desk objects (tape dispenser, ruler, stapler, books, & other gross objects) and place neatly in box. Replace lid & place box in area designated by counselor.		
leverage strength ability to engage or disengage lever objects with hand & arm using force such as operating levers on drill or arbor presses	(Counselor places arm on desk & raises forearm to 90 degree angle.) Grasp counselor's hand ("lever") & pull against resistance to flatten counselor's arm on desk. Return "lever" to position.		
range of motion (ROM) ability to extend arms & hands to grasp for objects above, below, and laterally from work station	(Seat client at middle of desk.) Extend each arm/hand forward to grasp gross desk object at opposite end of desk, and place/slide object in front of you. Extend arm/hand laterally to grasp object at end of desk & place in front of you. Extend arms/hands as high as possible.		
motor coordination ability to coordinate eyes & arms/hands/fingers in performing tasks with speed & accuracy	Counselor should attempt to assess overall performance on preceding functional abilities in terms of general coordination, speed, & accuracy.		

Vocational Information

1. Intelligence (as measured by psychometric tests)
   _____very superior
   _____superior
   _____bright normal
   _____average
   _____dull normal
   _____borderline
   _____mentally defective
   _____unknown

2. Education (Circle)
   0 1 2 3 4 5 6 7 8 9 10 11 12 13 14
   _____high school diploma
   _____GED
   _____special education

3. Training - Pre-Illness/Injury (if applicable)
   Give name(s) & type(s) of training program(s) and type(s) of school attended

   _____

   _____

4. Training - Post-Illness/Injury
   Give name(s) & type(s) of training programs(s), and type(s) of school attended

   _____

   _____

5. Employment - Pre-Illness/Injury (if applicable)

   Job Title _____ D.O.T. Number _____

   _____

   _____

   _____

6. Employment - Post-Illness/Injury

   Job Title _____ D.O.T. Number _____

   _____

   _____

   _____

7. Number of Years/Months Unemployed before Current Job: _____

8. Transportation
   _____drives self
   _____uses public conveyance
   _____depends on relatives/friends
   _____depends on privately operated mobile care van for handicapped
   _____depends on public van/conveyance for handicapped
   _____other (define _____)

JOB PROFILE

Job Information

1. Job Title:_____

2. D.O.T. Number:_____

3. Type of Company:_____

4. Number of Company Employees:_____

5. Population of City in which job is located:
   _____under 1,000
   _____1,000 to 10,000
   _____10,000 to 50,000
   _____50,000 to 100,000
   _____100,000 to 500,000
   _____500,000 to 1,000,000
   _____over 1,000,000

6. Job Obtained Thru:
   _____rehab placement counselor
   _____state employment agency
   _____private employment agency
   _____newspaper ad
   _____relatives/friends
   _____clients own efforts
   _____other (define_____)

7. Employment Requirements

   a. Education:
      _____none
      _____read & write
      _____high school education or equivalent
      _____some college experience

   b. Specific Vocational Preparation
      _____Yes Type of experience/training required_____
      _____No

   c. Completion of Job Application
      _____Yes
      _____No

   d. Job Interview Required
      _____Yes
      _____No

   e. Physical Exam Required
      _____Yes
      _____No

   f. Other
      _____

Functional Requirements of Job

Information about the upper extremity functional requirements of the job can best be obtained by observing client perform job duties. When possible, it would be desirable to observe a non-impaired person performing the same work.

Function	Requirements	
tip prehension writing with pen/pencil	_____routine _____non-routine _____never	_____one hand
pinch grasp grasping & handling small objects with thumb & forefinger	_____routine _____non-routine _____never	_____both hands _____one hand
fingering moving fingers & manipulating small objects	_____routine _____non-routine _____never	_____both hands _____one hand
palmer grasp grasping gross objects with hand & fingers	_____routine _____non-routine _____never	_____both hands _____one hand
spherical grasp grasping & turning/twisting objects with hand & fingers	_____routine _____non-routine _____never	_____both hands _____one hand
grip strength grasping & gripping objects firmly with hand & fingers	_____routine _____non-routine _____never	_____both hands _____one hand
handling moving hands & manipulating gross objects	_____routine _____non-routine _____never	_____both hands _____one hand
leverage strength engaging/disengaging lever objects using force with arm and hand	_____routine _____non-routine _____never	_____both arms/hands _____one arm/hand
range of motion (ROM) reaching with arms/hands to grasp objects above, below, & laterally from work station	_____full range required _____moderate required _____minimal required	_____both arms/hands _____one arm/hand
motor coordination coordinating eyes and arms/hands/fingers in performing tasks with speed & accuracy	_____accuracy & speed (A&S) _____accuracy primarily (A) _____speed primarily (S) _____minimal A & S	_____both arms/hands/fingers _____one arm/hand/finger

Other Physical Requirements (Check only those activities which are performed routinely.)

_____Lifting: raising or lowering an object
_____up to 10 lbs maximum, less than 10 lbs frequently
_____up to 20 lbs maximum, up to 10 lbs frequently
_____up to 50 lbs maximum, up to 25 lbs frequently
_____up to 100 lbs maximum, up to 50 lbs frequently
_____up to +100 lbs maximum, up to +50 lbs frequently

_____Carrying: transporting an object with hands, arms, or on shoulder

_____Pushing: exerting force on object so that object moves away from force

_____Pulling: exerting force on object so that object moves toward force

_____Climbing: ascending or descending ladders, stairs, poles, ropes, etc.

_____Balancing: maintaining equilibrium when performing task

_____Stooping: bending the body downward and forward via spine

_____Kneeling: bending legs at knees to rest on the knee(s)

_____Crouching: bending body downward and forward by bending legs and spine

_____Crawling: moving about on hands and knees and feet

_____Feeling: perceiving attributes of objects thru finger tips

_____Talking: expressing or exchanging ideas by spoken word

_____Hearing: perceiving the nature of sounds by the ear

_____Seeing: obtaining impressions thru the eyes

Job Duties (Whenever possible extract appropriate statements from the D.O.T.)

_____

_____

_____

_____

_____

_____

CLIENT/JOB PROFILE

Assessment by Client's Employer or Supervisor

1. Disability/Job Fitness
   _____client can physically perform all job duties
   _____client can physically perform all job duties with modifications
   _____client requires some assistance in performing job duties
   (define_____)

2. ADL (Aid for Daily Living) Status on Job
   The focus in on the degree of personal assistance with ADL that the client requires from co-workers while at work. Examples include providing help with feeding, with personal care in rest rooms, with transferring to and from car, with picking up objects from the floor, with lighting a cigarette, etc.
   _____independent - requires no assistance from co-workers
   _____needs minimal assistance - requires non-routine/occasional assistance from co-workers
   _____needs moderate assistance - requires minimal but routine assistance from co-workers
   _____needs maximum assistance - requires frequent assistance from co-workers

3. Vocational Skills/Job Fitness
   _____client is overqualified for job
   _____client is qualified for job
   _____client is underqualified for job
   (reason_____)

4. Job Performance
   _____overall performance is rated above average
   _____overall performance is rated average
   _____overall performance is rated below average (reason_____)

5. Punctuality & Attendance
   _____above average
   _____average
   _____below average (problems_____)

6. Relationships with Supervisors/Employees
   _____above average
   _____average
   _____below average (problems_____)

7. Tenure to Date (from date of employment to date completed this report)
   _____years _____months

8. Tenure Outlook
   _____long term
   _____average
   _____short term
   _____uncertain

9. Job Advancement Possibilities
   _____yes What position?_____
   _____no
   _____uncertain

Compensatory Techniques in Performing Job Duties

Describe how client compensates for moderately to totally impaired functional abilities of upper extremities to meet the functional requirements of the job. For example, if the job requires routine palmer grasp or range of motion, but the client's functional abilities are severely impaired, how is he performing the job task in a manner that differs from non-impaired person?

_____

_____

How does overall performance compare with non-impaired person?

_____on par with non-impaired person
_____slower than non-impaired person
_____laborous and slower than non-impaired person
_____very laborous and slower than non-impaired person

Work Modifications

Report (1) redesigns of work station; (2) modifications of work layout, machines, or tools; (3) special tools or equipment purchased for client; and/or (4) reasonable accommodations made by employer in compliance with Affirmative Action guidelines.

_____

_____

Client Benefits

1. Salary/Wages
   _____above minimum wage
   _____minimum wage
   _____sub-minimum wage

2. Salary/Wage Increase
   _____raises are routine
   _____raises contingent upon performance
   _____no raises anticipated

3. Salary/Wage Comparison
   _____higher than wages on previous job
   _____consistent with wages on previous job
   _____less than wages on previous job
   _____not applicable

4. Fringe Benefits
   _____vacation time _____medical insurance
   _____sick leave _____retirement benefits
   _____overtime pay _____other (define_____)

5. Job Satisfaction
   _____above average
   _____average
   _____below average (reasons_____)